

FY07 Submission Guidelines for 1.5.14.6 Supported Employment Performance Based Outcome

Staff Training:

For those Support Coordination/Day Program staff employed at a Community Mental Health Center (CMHC) as of December 31st, 2006; a minimum of 75% of them must receive Supported Employment training which can be obtained through DMHMRS or OVR-HDI by March 31st, 2007. The Community Mental Health Center may conduct their own training provided the instructor has been qualified through attendance at the training through the Education and Resource Development Team through the Division for Mental Retardation, Community Supports Branch. Employees trained through one of the established training agencies beginning July 1, 2005, will be considered to have completed training.

More about staff training: If a Center has 100 MH/MR Support Coordination/Day Program staff and 50 workers received Supported Employment training this last fiscal year (50% was the minimum requirement last FY), the expectation would be to have an additional 25 workers trained in this area for a total of 75 staff trained (75%). If 50 workers were trained but only 30 trained workers remain, then the expectation would be to have 45 additional workers trained to equal 75 out of 100 workers trained (75%). A report will be submitted by March 31, 2007, including a list of staff as of December 31, 2006; with information regarding job classification, hire date, termination date (if applicable), and training date.

**Please make sure to include percentage of staff trained in the documentation. See attached sample report A.*

Community Training:

In an effort to increase information and understanding about Supported Employment by the community, the opportunity for training and education will be provided. The audience can be any group of leaders, businesses, clubs, associations, church members, or interested citizens. It is recommended that someone with knowledge and experience in Supported Employment facilitate the presentation. By March 31, 2007, the center will submit a report detailing the dates and target audience of the three (3) trainings. See *attached sample report B.*

Program Improvement:

This is the chance for the agency to point out three (3) advantageous additions or changes made to the Supported Employment program within the agency. What situations has the agency learned from and what has happened as a response to that? How has the agency been open to new ways of doing things? How has the agency been proactive? How has the agency been a leader in Supported Employment? Some examples may be things such as: developing an additional Supported Employment position due to an increase in a request for services; completing more community trainings than the previous year; having an increased number of individuals obtain job placements then the year prior due to an increase in worker training/experience; increasing the number of workers trained to increase employee competency; following up on a specific suggestion by a consumer to make services easier to obtain; develop better

relationships by initiating contact with VR coordinator/schools/therapists/case manager as a quality assurance/improvement strategy; developing a strategy for program improvement; implementing a strategy for program improvement; and many other possibilities. *See attached sample report C1.*

The number of people employed who are served by the CMHC and affiliates (SMI at TRP and number of those served with MR/DD) must increase by the same percentage rate as the increase in employment in the general population. For example, if 20 people are employed [that you are serving] and the rate in employment increases by 5% in your region over a period of time, then a 5% increase of the 20 workers would be expected which equals an increase in 1 worker. **The rate of employment for individuals with SMI and MR/DD must increase by the same amount as the increase in employment of the general population in that region, or an action plan must be submitted to DMHMR within 30 days from the date the information is due.*

The rates for unemployment will be reversed to use for employment. Unemployment rates are calculated by dividing the number of unemployed by the total number of the labor force. To view the rates of employment in your area, go to <http://www.workforcekentucky.ky.gov/> under "Employers" click Unemployment Rates. Under "select area types," click "county," and under "selected areas," click and highlight all of the counties in your region (multiple counties can be highlighted by holding down Ctrl while clicking on the counties with a mouse). Click "continue". Click "2005" under "select years" and click both "July" and "December" under "select time periods." Click "continue." Highlight "not seasonally adjusted" under "select adjusted data" and then "unemployment rate" under "select data series." Click "view data table" under select display type and click "view data" and your table will appear. Department staff will compare employment rates within your Community Mental Health Center to those in your region to determine if the rate increase for the Centers was the same in the general population. *See attached sample report C2.*

Activities:

By March 31, 2007, a report to be submitted listing the number of supported employment activities (including information about job placements, volunteer opportunities established, number of treatment plans identifying employment outcomes, number of referrals to the Office of Vocational Rehabilitation Services) for the period beginning July 1, 2006 through February 28, 2007. *See attached sample report D.*

Definitions:

- 1) Training: The CMHC shall report the total number of staff employed on December 31, 2006 in Support Coordination (including Adult Mental Health/Mental Retardation Case Managers) and day programs (including Therapeutic Rehabilitation Programs). This total shall include all staff employed directly by the CMHC, or under subcontracts with affiliated agencies or subcontractors. Information will be provided on the number of staff that completed the training on the Supported Employment model of service, as provided either by the DMHMRS (a more general overview of Supported Employment)

or the Office of Vocational Rehabilitation/ Human Development Institute. The Community Mental Health Center may conduct their own training provided the instructor has been qualified through attendance at the training through the Education and Resource Development Team through the Division for Mental Retardation.

- 2) Employment: Paid employment in an environment in which an individual without a disability is employed and is documented by a time and attendance record (minimum 3 hours per week).
- 3) Supported Employment: Elements of individualized job development, ongoing job supports, integration of vocational and MH/MR services, and rapid placement emphasizing competitive employment.
- 4) Job Placement: By March 31, 2007, the CMHC shall provide a report that specifies the number of consumers who have been placed in a job through supported employment activities during the period from July 1, 2005 through February 28, 2006. For purposes of this reporting, "job placement" shall mean a consumer who retains a job for at least 30 days for a minimum of 3 hours per week.
- 5) Volunteer Opportunities: By March 31, 2007, the CMHC shall provide information that specifies the number of consumers who have been assisted in obtaining ongoing volunteer commitments by CMHC staff between July 1, 2005 and February 28, 2006. For purposes of this report, those persons would volunteer on a consistent basis for a minimum of 3 hours per month total.
- 6) Vocational Goals: By March 31, 2007, the CMHC shall report the number of treatment/support plans for adults with MR/DD and adults receiving TRP services that specify any vocational outcome during the period from July 1, 2005 through February 28, 2006.
- 7) Referrals to the Office of Vocational Rehabilitation (OVR): By March 31, 2007, the CMHC shall report the number of referrals made by CMHC staff to the Office of Vocational Rehabilitation for vocational services from July 1, 2005 through February 28, 2006.
- 8) Initial Training Dates: Dates for DMHMRS Supported Employment training are; September 6TH & 7TH and November 14th & 15th. To register for training, please go to <https://ky.train.org> and sign up for "DMR – Introduction to Supported Employment." Dates for OVR-HDI Supported Employment Training Project (SETP) are: Session I Core Training dates are October 2nd-4th, 2006, and January 23rd-25th, 2007; Session II Core Training dates are November 14th-16th, 2006, and February 6th-8th, 2007. More information about registration and these trainings can be found on HDI's website at <http://www.ihdi.uky.edu/kyseweb/training.asp>.

Supported Employment Sample Forms

Supported Employment 1.5.14.6 A					
Staff Training					
Percentage Of Staff Trained In Supported Employment: 					
Report Due to DMHMRS: March 31, 2007					
	Staff name:	Job Classification:	Hire Date:	Termination Date:	Training Dates:
1					
2					
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Supported Employment 1.5.14.6 B		
Community Training		
<i>Report Due to DMHMRS: March 31, 2007</i>		
<p>Three informational presentations related to Supported Employment to persons such as community leaders, businesses, groups, associations, clubs, advocacy organizations, and interested citizens (e.g. Chamber of Commerce, Rotary Club, Elks Club, Toastmasters, League of Women Professionals, Lions Club, Young Professional Associations etc.)</p>		
Trainer:	Date of training:	Target Audience:
1.		
2.		
3.		

Supported Employment 1.5.14.6 C1
Program Improvement
<i>Report Due to DMHMRS: March 31, 2007</i>
Describe three (3) advantageous additions or changes made to the Supported Employment program within the agency.
1.
2.
3.

Supported Employment 1.5.14.6 C2		
Program Improvement		
<i>Report Due to DMHMRS: March 31, 2007</i>		
The number of individuals with MR/DD served by the center and the number of individuals with SMI served in the TRP programs by the center who are employed shall increase by the same amount of the increase in employment in the general population for the respective region. An action plan will be required if percentage is less than the increase in employment general population for the respective regions.		
Number of persons employed for July 2006 and December 2006.		
Individuals served by agency	July 2006	December 2006
Number of individuals employed with SMI at Therapeutic Rehabilitation Program		
Number of individuals with MR/DD employed		
General Population/ Counties in Region information	July 2006	December 2006
Percentage of those employed for your region		

Supported Employment 1.5.14.6 D		
Activities		
<i>Report Due to DMHMRS: March 31, 2007</i>		
<p><u>Activities:</u> By March 31, 2007, the Regional Mental Health and Mental Retardation Board shall submit to the Department a report detailing supported employment activities for the period beginning July 1, 2006 continuing through February 28, 2007.</p> <p>Total number of activities for individuals from July 1, 2006 to February 28th, 2007.</p>		
	Individuals with SMI at Therapeutic Rehabilitation Program	Individuals with MR/DD
Number of job placements		
Number of volunteer opportunities established		
Number of treatment plans identifying employment outcomes		
Number of referrals to OVR		

Contact Person for Questions: Kedra.Weinrauch@ky.gov
502-564-7700

Please send Final Reports to: Dottie.Crocker@ky.gov
502-564-4860